

Los Alamos
NATIONAL LABORATORY
memorandum

*Security and Safeguards Division
S-6, Information and Personnel Security Group*

*To/Ms: Master Management & Administrative Support
From/Ms: Larry Freestone, S-6, MS G733
Phone/FAX: 7-1332/7-1368 (Badge Office)
Symbol: S6-98-25
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SUBJECT: CHANGE OF PROCEDURE FOR ISSUING TEMPORARY BADGES

In an effort to reduce the high number of requests for temporary badges at the Laboratory, we will be implementing a change in procedures for holders of a LANL-issued DOE Standard Badge.

Effective July 1, when a badgeholder does not have his/her DOE Standard Badge on Laboratory property, a temporary badge will be issued at the Badge Office for up to 5 days. At the same time, the individual's Standard Badge will be inactivated and thus not usable in any Laboratory access control device (into limited areas, property protection areas, etc.).

The next time the badgeholder brings his/her Standard Badge to work, it will be necessary to stop at the Badge Office to turn in the temporary badge and have the Standard Badge re-activated. Present procedure has been to allow the Standard Badge to remain active at the same time that the temporary badge is active.

The change is being made because it:

1. Is consistent with general DOE policy that an individual should not have more than one active badge at a time for use in any DOE facility;
2. Ensures return of the temporary badge so that it can be accounted for and destroyed (a significant number of temporary badges are not returned);
3. Is hoped that the level of temporary badge issuance can be reduced.

In the near future, the Badge Office will be notifying all Laboratory organizations with employees or subcontractors who have requested a temporary badge three times or more in the latest 12-month period. We ask all Laboratory organizations to emphasize to their employees the critical importance of bringing their regular badge to work. Additional procedural changes in temporary badge issuance will be announced shortly.

The Badge Office requests the cooperation of all members of the Laboratory community on this matter. Questions and comments may be directed to the Badge Office at badge@lanl.gov or 667-6901.

Cy: S-6 File